

## Improved Chronological Resume Example

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### **Education:**

Ace Business College, Chicago, IL  
Major: Business Management (Honors Degree)  
Minor: Business Communications

### **Experience:**

1987-present: In addition to continuing work duties, returned to college and completed degree in computer science. Acquired knowledge in Macintosh computer use.

Developed several new programs utilized in the workplace.

1980-1987: Joined Whatnot Manufacturing, Windfall, IN, as a general laborer. Revised existing layout system for production line schedule, which increased productivity by 15 percent. Promoted to shift supervisor after 20 months of employment.

1978-1980: Assigned to various duties with United States Army in Europe. Supervised supply records section and conducted post-community relations duties. Initiated a liaison position responsible for maintaining positive relations with community leaders of a town near the military base.

### **Other:**

Experienced public speaker with ability to address large groups of people and communicate highly technical information.